


BI Reporting Job Aid

Position Eligibility Settings



The screenshot shows the BEACON portal interface. At the top is the BEACON logo and navigation tabs: Home, My Staff (MSS), **Reports** (highlighted with a red circle), and SAP GUI. Below the tabs is a secondary navigation bar with links: Welcome, Personnel Admin, Organization Mgmt, TEST, Benefits, and Cost Center. The main content area features a 'Business Intelligence' header with gear icons. Below this is a paragraph explaining that BI reports help HR staff track and analyze business functions. The page is divided into three columns: 'Training' with a link to an online course, 'QA News' with a 'Service Notes' section dated 01/22/2008, and a 'HELP' button with contact information for assistance.

Business Intelligence

Business Intelligence (BI) reports help HR staff and agency managers track and analyze business functions in their agencies. BI functions as a standalone system pulling data from SAP to create analysis, summary, trends, and other types of reports. Go to the [BI Reporting](#) online course to learn more.

Training

To take the BI Reporting online course:

- Log on to BEACON University at <http://www.beacon.nc.gov>
- Click the Training tab
- Click the BI Reporting button

QA News

Service Notes:

01/22/2008 - The printing limit has been extended, and you can now print reports with at least 150 screen pages.

HELP

If you need assistance with a BI report please contact the Shared

1. Access the BEACON Portal.
2. Click on the **Reports Tab**.

BI Reporting Job Aid

Position Eligibility Settings

The screenshot shows the BEACON North Carolina Office of the State Controller website. The top navigation bar includes links for Home, My Staff (MSS), Reports, Organization Mgmt, TEST, Benefits, and Cost Center. The 'Organization Mgmt' link is circled in red. A detailed navigation menu on the left lists various organizational management topics. The main content area features a 'Business Intelligence Organizational management' header, a 'QA Updates!' section with a date, a 'Report Descriptions' section, and links for 'Meet our Subject Matter Experts', 'Technical Requirements Documentation', 'FAQs', and 'BI Report - Change Request Form' and 'BI Report - New Request Form'.

INTEGRITY
CONSISTENCY
BEACON
North Carolina
Office of the State Controller

Home | My Staff (MSS) | Reports | **Organization Mgmt** | TEST | Benefits | Cost Center

Welcome | Personnel Admin | **Organization Mgmt** | TEST | Benefits | Cost Center

Detailed Navigation

- Vacancies and Postings
- Position
- Oncall
- Labor
- EEO
- Organization Structure
- Temporary Employees

Business Intelligence
Organizational
management

QA Updates!

Today is: Monday, June 16, 2008 9:55:59 PM.

There are 13 Organizational Management reports currently available for reporting!

[Meet our Subject Matter Experts](#)

The individuals listed in the link were selected by their Agency because they have in-depth knowledge of the business processes related to Organizational Management for the State of North Carolina. They helped define the requirements for the reports and will provide feedback to the Business Intelligence team on any additional needs.

[Report Descriptions](#)

General descriptions of all Organizational Management reports can be found by following the link above. More detailed descriptions of the reports and how they can be used are attached to the individual report and can be found by using the context menu (right click) for the report and selecting the documentation link in the "GO TO" section.

[Technical Requirements Documentation](#)

[FAQs](#)

A list of some frequently asked questions can be found by following the link above.

[BI Report - Change Request Form](#)

[BI Report - New Request Form](#)

3. Click on **Organization Mgmt.**

BI Reporting Job Aid Position Eligibility Settings



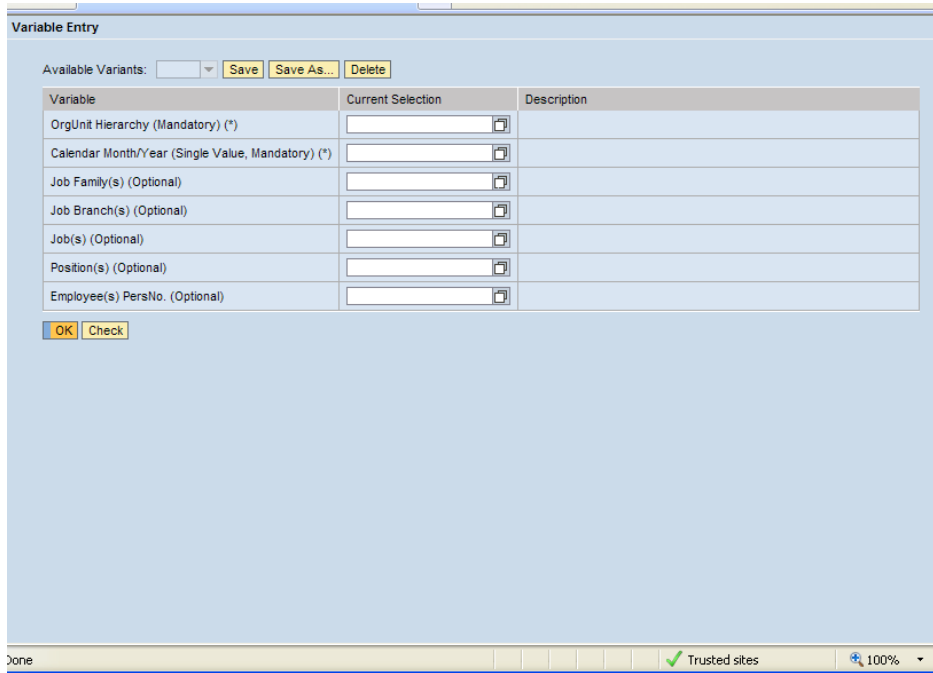
4. Click on **Position** folder (click on the black arrow to expand folder).



5. Click on **B0083 Position Eligibility Settings** report.

BI Reporting Job Aid

Position Eligibility Settings

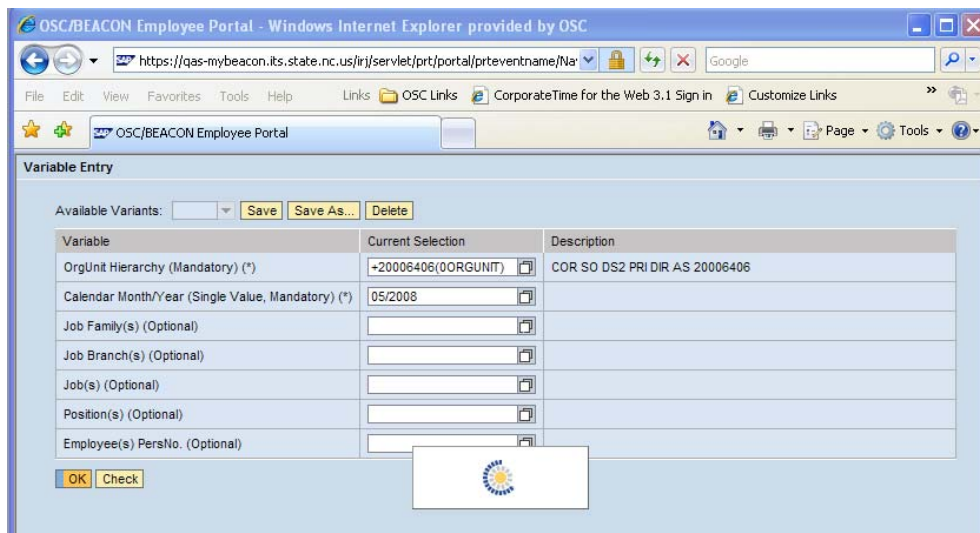


Variable	Current Selection	Description
OrgUnit Hierarchy (Mandatory) (*)		
Calendar Month/Year (Single Value, Mandatory) (*)		
Job Family(s) (Optional)		
Job Branch(s) (Optional)		
Job(s) (Optional)		
Position(s) (Optional)		
Employee(s) PersNo. (Optional)		

6. Enter an **Org Unit Hierarchy** and a **Calendar Month/Year** by clicking on the  icon.

NOTE: As an option, you may select one or more Job Families, Job Branches, Jobs, Positions or Employees to narrow the selection criteria. You can also filter the report after it is displayed. This will be displayed later in the document.

NOTE: The report will only return the data for which you have security to view.



Variable	Current Selection	Description
OrgUnit Hierarchy (Mandatory) (*)	+20006406(00RGUNIT)	COR SO DS2 PRI DIR AS 20006406
Calendar Month/Year (Single Value, Mandatory) (*)	05/2008	
Job Family(s) (Optional)		
Job Branch(s) (Optional)		
Job(s) (Optional)		
Position(s) (Optional)		
Employee(s) PersNo. (Optional)		

7. Click the **OK** button and wait for report to be displayed.

BI Reporting Job Aid

Position Eligibility Settings

B0083: Position Eligibility Settings

Display As Table Information Print Version Export to Excel

▼ Columns

Calendar Year/Month

Key Figures

▼ Rows

Business area

Org Unit

Position

PMS 15-Digit Post

Employee

Employee Name

Supervising Position

Supervising Employee

Employee Subgroup

Work Schedule

Business area	Org Unit	Position	PMS 15-Digit Post	Employee	Employee Name	Supervising Position	Supervising Employee	Employee Subgroup	Work Schedule				
Correction	20006406	COR SO D52 PR DIR AS	60056868	Budget Analyst II	454000000010005	1276015	TRUE, N	60056867	000000010002	999609	James B Bennett	FT N-FLSAOT Perm	D02N10_M
			60056869	Technology Support Analyst	454000000010039	418941	MOULD, WILLIAM	60056868	000000010005	1276015	N Wayne True	FT S-FLSAOT Perm	D02N10_F
			60056905	Technology Support Analyst	454000000010003	541568	CUMMINGS, JUDY	60056900	000000010005	1276015	N Wayne True	FT S-FLSAOT Perm	D02N10_M
			60064407	Correctional Planner II	454011000011004	1441859	PRICE, CHARLOTTE	60056900	000000010005	1276015	N Wayne True	FT N-FLSAOT Perm	D01N08GN
	20006412	COR SO D52 PR DIR AS BO Training Instr	60056877	Information Processing Technician	454000000010023	1245791	ADCOCK, LYNNE	60056868	000000010037	1475872	Donna Mae Gaa	FT S-FLSAOT Perm	D01N08GN
			60056878	Correction Training Specialist II	454000000010024	1072248	DENTON, MARTHA	60056868	000000010037	1475872	Donna Mae Gaa	FT N-FLSAOT Perm	D02N10_F
			60056888	Correction Training Instructor II	454000000010027	1475872	GAA, DONNA	60056925	000000010118	620233	Brenda F Smith	FT N-FLSAOT Perm	D02N10_M
			60056897	Correction Training Specialist II	454000000010047	1412587	BRYAN, LARRY	60056868	000000010037	1475872	Donna Mae Gaa	FT N-FLSAOT Perm	D02N10_F
			60056901	Correction Training Specialist II	454000000010052	439244	GARLAND, SHAWN	60056868	000000010037	1475872	Donna Mae Gaa	FT N-FLSAOT Perm	D01N08GN
			60073261	Correction Training Specialist II	454040503053038	1266415	WILLIAMSON, KELLY	60056868	000000010037	1475872	Donna Mae Gaa	FT N-FLSAOT Perm	D02N10_F
	20006413	COR SO D52 PR DIR AS BO AS	60056874	Accounting Clerk V	454000000010020	587015	MCUTT, MARLENE	60056869	000000010038	705407	Sylvia E Crech	FT S-FLSAOT Perm	D02N10_F
			60056889	Accounting Specialist II	454000000010038	705407	CREECH, SYLVIA	60056825	000000010118	620233	Brenda F Smith	FT N-FLSAOT Perm	D02N10_F
			60064438	Accounting Technician II	454013000013008	1276170	HORRELL, BENJAMIN	60056869	000000010038	705407	Sylvia E Crech	FT S-FLSAOT Perm	D02N10_M
	20006420	COR SO D52 PR DIR AS BO AS Acctg Tech	60056819	Accounting Technician IV	454000000010093	854297	YARBROUGH, BARBARA	60056869	000000010036	705407	Sylvia E Crech	FT S-FLSAOT Perm	D01N08GN
			60064362	Accounting Clerk IV	454020200022003	1677382	HUNTER, BETHANY	60056919	000000010093	854297	Barbara Michelle Yarbrough	FT S-FLSAOT Perm	D01N08GN
	20006421	COR SO D52 PR DIR AS BO AS	60056923	Administrative Officer I	454000000010109	768130	ROBERTS, LUANN	60056925	000000010118	620233	Brenda F Smith	FT N-FLSAOT Perm	D02N10_F
		Hol Elg	60056925	Business Officer II	454000000010118	620233	SMITH, BRENDA	60056905	000000010005	1276015	N Wayne True	FT N-FLSAOT Perm	D02N10_F
		Hol Inmed Payout	60056922	Office Assistant V	454030100030075	1002079	JOHNSON, ANN	60056925	000000010118	620233	Brenda F Smith	FT S-FLSAOT Perm	D01N08GN
		Hol Payout Pd	60073229	Personnel Assistant IV	454040403502042	480560	HEAD, MARY	60056925	000000010118	620233	Brenda F Smith	FT S-FLSAOT Perm	D02N10_M
	20007050	COR SO D52 PR DIR AS AS Tech Supp Analyst	60050090	Technology Support Analyst	454000000010040	475275	HIRT, TROY	00064506	015000015031	847300	Scott Elton Pierce	FT S-FLSAOT Perm	D01N08GN
			60050099	Technology Support Analyst	454000000010049	1314536	MURPHY, MICHAEL	00064506	015000015031	847300	Scott Elton Pierce	FT S-FLSAOT Perm	D02N10_F
			60064506	Technology Support Analyst	454015000015031	847300	PERCE, SCOTT	60056868	000000010005	1276015	N Wayne True	FT N-FLSAOT Perm	D01N08GN
Overall Result													

The B0083 report will display all positions within the selected Org Unit(s) which match the selection criteria.

NOTE: The next two screens include samples of the data provided if you scroll to the right.

Last Data Update: 06/05/2008 16:05:49
Last Refreshed: 06/10/2008 22:46:55

Filter Settings

Work Schedule Rule	Working Week	EE Time Mngt. Status	Personnel Subarea	OT Elg	OT Inmed Payout	OT Payout Pd	Hol Elg	Hol Inmed Payout	Hol Payout Pd	Hol Prem Elg	Holiday Prem Rate	NS Prem Elg	NS Prem Rate	E Shift Prem Elg	E Shift Prem Rate
D02N10_M	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	365	X	#	365	X	0.50	#	0.00	#	0.00
D02N10_F	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	30	X	#	365	X	0.50	#	0.00	#	0.00
D02N10_M	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	30	X	#	365	X	0.50	#	0.00	#	0.00
D01N08GN	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	365	X	#	365	X	0.50	#	0.00	#	0.00
D01N08GN	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	30	X	#	365	X	0.50	#	0.00	X	0.10
D02N10_F	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	365	X	#	365	X	0.50	#	0.00	#	0.00
D02N10_M	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	365	X	#	365	X	0.50	#	0.00	#	0.00
D02N10_F	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	365	X	#	365	X	0.50	#	0.00	#	0.00
D01N08GN	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	365	X	#	365	X	0.50	#	0.00	#	0.00
D02N10_F	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	30	X	#	365	X	0.50	#	0.00	#	0.00
D02N10_M	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	365	X	#	365	X	0.50	#	0.00	#	0.00
D02N10_F	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	30	X	#	365	X	0.50	#	0.00	#	0.00
D01N08GN	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	30	X	#	365	X	0.50	#	0.00	#	0.00
D02N10_M	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	30	X	#	365	X	0.50	#	0.00	#	0.00
D02N10_F	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	30	X	#	365	X	0.50	#	0.00	#	0.00
D01N08GN	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	30	X	#	365	X	0.50	#	0.00	#	0.00
D02N10_M	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	30	X	#	365	X	0.50	#	0.00	#	0.00
D02N10_F	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	30	X	#	365	X	0.50	#	0.00	#	0.00
D01N08GN	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	30	X	#	365	X	0.50	#	0.00	#	0.00
D02N10_M	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	30	X	#	365	X	0.50	#	0.00	#	0.00
D02N10_F	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	30	X	#	365	X	0.50	#	0.00	#	0.00
D01N08GN	07 Wk - Sun (mndt) - Sat	1 - Positive Time Recording	4201NC01 7day Norm	X	#	365	X	#	365	X	0.50	#	0.00	#	0.00

Moving a column on the report using drag and drop functionality



1. Click on the column heading and drag it to the position on the report to where you want it (watch for the dark black line), then let go of the mouse button. In this example we will drag the Supervising Employee field to the right of the Supervising Position field.

BI Reporting Job Aid

Position Eligibility Settings

S Prem Rate	E Shift	Filter	Wkno
0.00	#	Filter	0.00
0.00	#	Change Drilldown	0.00
0.00	#	Broadcast and Export	0.00
0.00	#	Properties	0.00
0.00	#	Exceptions	0.00
0.00	X	Sort E Shift Prem Elig	0.00
0.00	#	0.00	0.00
0.00	#	0.00	0.00
0.00	#	0.00	0.00
0.00	#	0.00	0.00
0.00	#	0.00	0.00
0.00	#	0.00	0.00
0.00	#	0.00	0.00
0.00	#	0.00	0.00

- Click on **Filter** > **Select Filter Value**.

- Click on the  next to the value “X” to select only the positions that are eligible.
- Click the  button.

5. Click .

June 17, 2008

BI Reporting Job Aid

Position Eligibility Settings

80082: Position Eligibility Settings

Display As

Table	Information	Print Version	Export to Excel
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Columns

Calendar Year/Month

Key Figures

Business area

Org Unit

Position

PMS 15-Digit Posti

Employee

Employee Name

Supervising Position

Supervising Employee

Employee Subgroup

Work Schedule Rule

Working Week

EE Time Mngt. Status

Personnel Subarea

OT Elig

OT Inmed Payout

OT Payout Pd

Hol Elig

Hol Inmed Payout

Hol Payout Pd

Hol Prem Elig

Holiday Prem Rate

NS Prem Elig

NS Prem Rate

E Shift Prem Elig

E Shift Prem Rate

Business area	Org Unit	Position	PMS 15-Digit Posti	Employee	Employee Name	Supervising Position	Supervising Employee	Employee Subgroup	Work Schedule Rule	Working Week					
Correction	20006412	COR 50 D52 PRI DIR AS BO Training Instr	60056877	Information Processing Technician	454000000010023	1245791	ADCOCK, LYNN	60056888	000000010037	1475872	Donna Mae Gae	FT S-FLSACOT Perm	D01N000N	07	Wk -1
Overall Result															

Now the report only shows a position that is eligible for evening shift premium.

[Filter Settings](#)

OT Payout Pd	Hol Elig	Hol Inmed Payout	Hol Payout Pd	Hol Prem Elig	Holiday Prem Rate	NS Prem Elig	NS Prem Rate	E Shift Prem Elig	E Shift Prem Rate	Wknd Shift Prem Elig	Wknd Shift Prem Rate	On Call Elig	On Call Comp Accr	On Call Rate	Call Back Elig	Call Back Accr	Calendar Year/Mont
30	X	#	365	X	0.50	#	0.00	X	0.10	#	0.00	#	#	0.00	X	#	

This same technique can be used to filter the values for other columns on the report.

To go back one step

[Filter Settings](#)

Hol Payout Pd	Hol Prem Elig	Holiday Prem Rate	NS Prem	Back	Back One Navigation Step	Prem Rate	Wknd Shift Pr
365	X	0.50	#	Change Drilldown	Back to Start		
				Broadcast and Export	X	0.10	#

Properties

Exceptions

1. Right-click within the **light blue portion** of the report (not the dark blue area).
2. Click on **Back > Back One Navigation Step**. This will cause the report to revert back to how it looked before the filter was set.

Now the report is back to the way it looked prior to applying the filter.

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BI Reporting Job Aid

Position Eligibility Settings

Additional Filtering Options

Last Data Update: 06/05/2008 16:05:49

Last Refreshed 06/16/2008 23:02:58

Filter Settings

Dule Rule ↕	Working Week ↕	EE Time Mngt. Status ↕	Personnel Subarea ↕	OT Elig ↕	OT Immed Payout ↕	OT Payout Pd ↕	Hol Elig ↕	Hol Immed Payout ↕	Hol Payout Pd ↕	Hol Prem Elig ↕	Holiday Prem Rate ↕	NS Prem Elig ↕	
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#

1. Click on the **Filter** link at the top of screen (Scroll over to the right if you do not see it).

BI Reporting Job Aid

Position Eligibility Settings

B0083: Position Eligibility Settings

Display As: Table Information Print Version Export to Excel

To adjust filter area, drag characteristics from navigation area into filter area

Addl. Center Ref.: Show All Values Business area: Show All Values Calendar Year/Month: Show All Values
 Call Back Accr: Show All Values Call Back Elig: Show All Values Country: Show All Values
 E Shift Prem Elig: Show All Values E Shift Prem Rate: Show All Values EE Time Mngt. Status: Show All Values
 Emergency Position: Show All Values Employee Group: Show All Values Employee Name: Show All Values
 Employee Subgroup: Show All Values Employee: # Essential Position: Show All Values
 Funding Source: Show All Values Hol Elig: Show All Values Hol Immed Payout: Show All Values
 Hol Payout Pd: Show All Values Hol Prem Elig: Show All Values Holiday Prem Rate: Show All Values
 Job Branch: Show All Values Job Country: Show All Values Job ESG CAP: Show All Values
 Job Family: Show All Values Job Pay Area: Show All Values Job Pay Group: Show All Values
 Job Pay Level: Show All Values Job Pay Type: Show All Values Job: Show All Values
 Key Figures: Show All Values Key Position: Show All Values NS Prem Elig: Show All Values
 NS Prem Rate: Show All Values OT Elig: Show All Values OT Immed Payout: Show All Values
 OT Payout Pd: Show All Values On Call Comp Accr: Show All Values On Call Elig: Show All Values
 On Call Rate: Show All Values Org Unit: Show All Values PMIS 15-Digit Positi: Show All Values
 Personnel Subarea: Show All Values Pos City: Show All Values Pos Country: Show All Values
 Pos County: Show All Values Pos ESG CAP: Show All Values Position Chief: Show All Values
 Position Pay Area: Show All Values Position Pay Group: Show All Values Position Pay Level: Show All Values
 Position Pay Type: Show All Values Position Vacant: Show All Values Position: 162000000 - 64999999
 SOC Code: Show All Values State: Show All Values Supervising Employee: Show All Values
 Supervising Position: Show All Values Valid From: Show All Values Valid To: Show All Values
 Wknd Shift Prem Elig: Show All Values Wknd Shift Prem Rate: Show All Values Work Schedule Rule: Show All Values
 Working Week: Show All Values

Close Variable Screen Display All Filter Values

Columns:

- Calendar Year/Month
- Key Figures

 Rows:

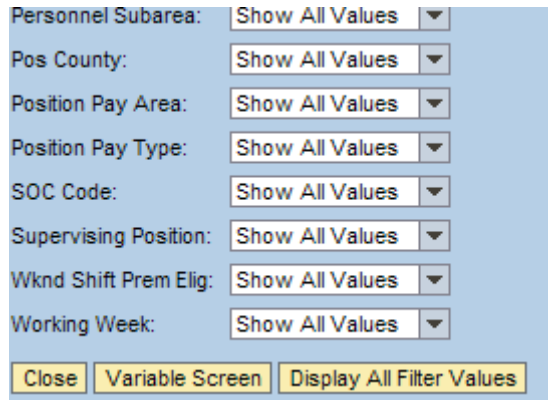
- Business area
- Org Unit
- Position
- PMIS 15-Digit Positi
- Employee
- Employee Name

Business area	Org Unit	Position	PMIS 15-Digit Positi	Employee	Employee Name
Correction	20006406 COR SO DS2 PRI DIR AS	60056868	Budget Analyst III	454000000010005	1276015 TRUE, N
		60056890	Technology Support Analyst	454000000010039	418941 MOULD, WILLIAM
		60056905	Technology Support Analyst	454000000010063	841568 CUMMINGS, JUDY
		60064407	Correctional Planner II	454011000011004	1441859 PRICE, CHARLOTTE
	20006412 COR SO DS2 PRI DIR AS BO Training Instr	60056877	Information Processing Technician	454000000010023	1245791 ADCOCK, LYNNE
		60056878	Correction Training Specialist II	454000000010024	1072248 DENTON, MARTHA

Additional options for filtering the report are now available. Note that the values on which you may filter are based on the values shown on the existing report.

BI Reporting Job Aid

Position Eligibility Settings



- Click the **Close** button to hide the filter screen or click **Variable Screen** to keep your filter settings and go back and choose another Org Unit (or other selection criteria on the Variable Screen).

Key BI Points to Remember:

- Do not use the Back button on the browser to go back. (Instead use “Back One Navigation Step”.)
- BI Reports sort from the left to right.
- Columns can be removed by dragging up and dropping in the dark blue area.

APPENDIX

The description of each field on the report is as follows:

Business area	Agency
Org Unit	Organizational Unit
Position	Position number and Title
PMIS 15-digit Position	PMIS Position number
Employee	Employee Personnel Number
Employee Name	Employee Last and First name
Supervising Position	Position number of supervisor
Supervising Employee	Personnel number and name of Supervisor
Employee Subgroup	Employee subgroup of the employee (for FLSA determination purposes)
Work Schedule Rule	Schedule that defines a repeating cycle of work days and their planned hours
Working Week	Overtime period

BI Reporting Job Aid

Position Eligibility Settings

EE Time Mngt Status	Designates employee as Positive or Negative for time reporting
Personnel Subarea	Determines which holiday calendar applies to employee
OT Elig	Overtime eligibility flag – X = eligible, # = not eligible If eligible, one of the next two fields should be populated
OT Immed Payout	X = payout OT immediately, # = accrue OT Comp
OT Payout Pd	Number of days to age OT Comp before paying out
Hol Elig	Holiday Comp eligibility flag – X = eligible, # = not eligible If eligible, one of the next two fields should be populated
Hol Immed Payout	X = payout Holiday Comp immediately, # = accrue Holiday Comp Holiday Comp
Hol Payout Pd	Number of days to age Holiday Comp before paying out
Hol Prem Elig	All employees are eligible, even without this setting
Holiday Prem Rate	Holiday premium rate, if different from 10%
NS Prem Elig	Night Shift Premium eligibility flag – X = eligible, # = not eligible
NS Prem Rate	Percentage representing Night Shift Premium rate
E Shift Prem Elig	Evening Shift Premium eligibility flag – X = eligible, # = not eligible
E Shift Prem Rate	Percentage representing Evening Shift Premium rate
Wknd Shift Prem Elig	Weekend Shift Premium eligibility flag – X = eligible, # = not eligible
Wknd Shift Prem Rate	Percentage representing Weekend Shift Premium rate
On Call Elig	On-Call eligibility flag – X = eligible, # = not eligible
On Call Comp Accr	On-Call Comp Accrual flag – X = indication that On-Call compensation will be accrued as On-Call Comp Leave; # = immediate pay for On-Call compensation
On Call Rate	Hourly rate at which On-Call time is to be paid
Call Back Elig	Callback eligibility flag – X = eligible, # = not eligible
Call Back Accr	Callback Accrual flag – X = indication that Callback compensation will be accrued as OT Comp Leave; # = immediate pay for Callback compensation
Number of Positions	Dynamic position count – will always be “1” unless the position detail is removed